Film it

In Saint Pau

# FILM/PHOTO PERMIT CONTACT INFORMATION

# **Department of Parks and Recreation**

Linda Ulrich - Project Manager 651-632-2438 or 651-632-5111 linda.ulrich@ci.stpaul.mn.us

Como Park Zoo and
Conservatory
Matt Reinartz, Marketing and
Public Relations Manager

651-487-8294 or 651-248-9836 matt.reinartz@ci.stpaul.mn.us Harriet Island Regional Park,
Upper Landing Park and
Lambert's Landing
Sarah Van Sickle,
Event Coordinator
651-292-7010
sarah.vansickle@ci.stpaul.mn.us

Office of the Mayor
Joe Spencer, Policy Associate
for Arts and Culture
651-266-8524
joe.spencer@ci.stpaul.mn.us

<u>joe.spencer@ci.stpaul.iiii.c</u>

# Request for Film/Photo Permit Application

For information regarding film/photo permitting, or to request a permit application for Parks and Recreation open space, picnic facilities, golf courses, pools, courts, recreation centers, Harriet Island Regional Park and Como Lakeside Pavilion, etc. Please contact Linda Ulrich at 651-632-2438 or 651-632-5111 or by email at <a href="mailto:linda.ulrich@ci.stpaul.mn.us">linda.ulrich@ci.stpaul.mn.us</a>.

# **Exception**

Como Park Zoo and Conservatory: All requests for permit applications for the Como Park Zoo and Conservatory may go directly to Matt Reinartz at 651-487-8294 (w) or 651-248-9836 (c) or by email at <a href="matt.reinartz@ci.stpaul.mn.us">matt.reinartz@ci.stpaul.mn.us</a>.

#### **Insurance Requirements**

Liability insurance is required with the City of Saint Paul listed as additional insured for all commercial film/photo shoots and must accompany the completed permit

Film it



application. Some non-commercial shoots may require insurance, contact Linda Ulrich for more information and for amounts and coverage requirements.

# **Payment**

Permit fees are payable at the time the permit is issued and may be done over the phone with a credit card or by mail with a check. Contact Linda Ulrich for permit fees.

## **Refunds for Cancellations**

A cancellation processing fee will be charged, as per the Department's Refund Policy, on all film/photo shoots which are cancelled. The rest of the permit fee is refundable. If a permit is issued within 48 hours of the film/photo shoot, and the shoot is cancelled, the permit fee is not refundable.

## **Permit Changes**

There will be a \$10.00 permit charge each time a permit is changed (different date, location or time, etc.).

### Time Frame for Issuing Permits

Permit time varies due to the complexity of the film/photo request. The average turn-around for processing and approval is a minimum of 2-3 business days depending on holidays and special events. We appreciate as much advance notice as possible so we may better serve you.

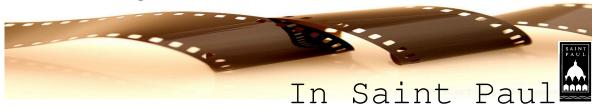
The City of St. Paul wants and encourages the film community to use our city. Therefore, we will do our best to accommodate last minute requests as much as possible.

# **Permit Distribution and Conditions**

Upon approval, film/photo permits will be sent to the applicant via email or faxed. The permit must be available for inspection at the site on which the shoot is to occur. Conditions imposed as terms under which a permit is issued may include, but are not limited to the following;

- Time limitations may be implemented to reduce disruptions to neighbors or to protect Parks property from undue damage.
- Compliance with the City's Ordinances and Rules and Regulations for St. Paul parks.

# Film it



- No unauthorized equipment is permitted without written consent.
- Vehicles must be parked on the street or parking lot. Vehicles parked on the grass or sidewalks are subject to being tagged and towed at the owner's expense.
- The Department of Parks and Recreation retains the right to collect damages from the permit holder if the site is left in an unacceptable manner or requires extensive repairs for property damage.
- Open site permits cannot be granted exclusive use of park space.

The Director of Parks and Recreation (or his designee) may immediately revoke any permit for violations of the terms listed above.

# **Special Requests**

If there are special requests as part of the permit (providing benches, barricades for reserved parking, staying in the park overnight) there may be additional fees charged to accommodate the special request. Contact Linda Ulrich at 651-632-2438 for further information on any special requests you may have.

# Non-Commercial Photography

Non-commercial photography shoots (graduation shoots, wedding photos or family portraits, etc.) do not require a permit.

### **Problems**

If there's a problem during your film/photo shoot, please contact the **Permit Office** at 651-632-5111 or **Park Security at 651-248-1732**.

For problems during film/photo shoots at Como Park Zoo and Conservatory contact Matt Reinartz at 651-487-8294 (w) or 651-248-9836 (c).

# Miscellaneous Information

- All weapons are banned from Parks property including toy guns/weapons or replicas.
- Park Rules and Regulations apply to films and photo shoots.
- For more information for film/photo shoots at Como Park Zoo and Conservatory please visit our website at <a href="https://www.comozooconservatory.org">www.comozooconservatory.org</a>
- For more information on Parks and Recreation please visit www.stpaul.gov/depts/parks.